



June Core Data/MOSIS Webinar Questions and Answers April 28, 2020

COVID-19 Hour Forgiveness

Q: Is there a form to ask forgiveness to the Commissioner for hours less than 1044 due to the closure?

A: The Department is currently working on a form that will be sent to school districts and charters.

Q: Do we keep track of the COVID-19 closure days to request forgiveness from the Commissioner of Education?

A: Yes.

Q: Can we delete from our calendars the days we weren't in session due to COVID-19?

A: They should be marked not-in-session days, but the district will need to keep track of the days in order to ask forgiveness to the Commissioner of Education.

Q: So we're closed, but still have to provide educational services?

A: Yes, districts must provide educational and nutritional services until the last planned day of school to have hours forgiven by the Commissioner of Education and to allow districts to meet the 1,044 hour requirement.

June Cycle Reporting Extensions and Omissions

Q: Do we report the CTSO collection?

A: No, it is not reported. The Department is able to obtain this data through other resources.

Q: I see that the ASVAB scores are required to report but they have not been provided yet. Will there be a waiver?

A: There is no waiver at this time, but the deadline to submit this information has been extended to August 31, 2020.

Q: Could you please review the extended deadline dates for IRC/TSA due to COVID-19?

A: For 2020 graduates, schools may administer IRCs or TSAs through August 31st. The June cycle is due on June 30th, but districts and charter schools should continue to update student records for IRCs and TSAs and resubmit the Student Core as needed through August 31st.

June Student Core Reporting

Physical Education

Q: Should we report Fitness Gram information for students prior to COVID-19?

A: Yes, report information you have available.

Q: Fitness Gram is waived but information is collected in our June reporting. Will this result in errors if there is not information listed for each 5th, 7th and 9th grade student?

A: You will need to report Not Tested for students to avoid edits in MOSIS for the 5, 7, and 9 grade levels.

Q: Please clarify the physical fitness assessment being waived. Is it true that if a physical fitness assessment was given before COVID-19, then report the fitness scores, otherwise, report Not Tested?

A: That is correct.

Career Education

Q: Do you push out Career Ed notifications to the Career Ed Administrators on their own CTE Listserv? I just want to be sure they receive this reporting information of what is required this year and what is not.

A: There have been two Administrative Memos sent out. Here are the links:

<https://dese.mo.gov/sites/default/files/am/documents/CCR-19-009.pdf>

<https://dese.mo.gov/sites/default/files/am/documents/CCR-19-005.pdf>

Q: Does Career Ed information for students still need to be reported, i.e., concentrator, participant, etc.? I know CTSO participation is waived.

A: Yes. The Career Education information still needs to be reported in the Student Core file.

Q: How has the reauthorization of Perkins affected what career education data is submitted?

A: The Concentrator definition has changed. A secondary concentrator is a student who has completed at least two courses in a single career and technical education program of study. A course is defined as a series of lessons that equal one credit. Career Cluster will now be required for participants for Perkins V.

Q: Does the CTE definition change to two courses in a program of study apply to 2019-20?

A: Yes, for this school year (2019-20).

Q: Is it true a student only needs two credits in a CTE program to be a concentrator?

A: Yes. A secondary concentrator is a student who has completed at least two courses in a single career and technical education program of study. A course is defined as a series of lessons that equal one credit.

Q: The CTE courses do not have to be consecutive, just as long as they have had two credits during their career?

A: No. The two courses should be in a single career and technical education program of study. The local district creates their program of study. The two courses should be courses within DESE approved Career Education programs.

Q: Do I understand you correctly that even a semester course is considered a credit? Or Semester 1 and 2 in the same course is one full credit?

A: It would depend on how many credits the course is. If the Semester 1 is .5 credit and Semester 2 is .5 credit, then the answer is "No" to the first question and "Yes" to the second question.

Technical Skill Attainment (TSA)/Industry Recognized Credential (IRC)

Q: If we receive IRC information in August, do we reopen and certify the June Student Core file to add in the info as it becomes available?

A: Yes, you can update the Student Core and recertify.

Q: How will the TSA/IRC data be used? If these measures are optional and not part of APR, why are they being collected?

A: IRC data is used to measure College and Career Readiness on the APR in Standard 3.4 and for Perkins V Core Indicator 5S1.

Q: Someone asked a question about reporting the IRCs in the June cycle and marking them as NA and going back and updating them if needed until August 31st. The answer states to report the IRC if it was taken and passed. Do we not need to report it if they had taken the IRC but didn't pass?

A: The IRC field in June is used to report an IRC. If something is reported in that field, it was taken and passed. The TSA field in June was used for a Perkins IV Core Indicator that is no longer being used. You may use the TSA field to keep track of the results of TSAs for the Career Education Certificate. We don't need to know if an IRC was taken and didn't pass. You can use the TSA field and report FT - Fail Test if you would like.

Q: So if the student went to a Career Ed center in another district and did not take a TSA/IRC due to COVID -19, would they still be considered Completers?

A: The district that the student went to for the Career Center would have to decide whether they are completers or not. For data collection, DESE looks at Concentrators and Graduates. DESE does not collect data on completers.

Q: Are the vendors for IRCs on DESE's approved list going to be allowing IRCs to be taken at home (similar to AP testing)? If not, how do you suggest we get students in to take the IRCs with social distancing? Any suggestions would be greatly appreciated as I know some seniors that would love to take the IRCs.

A: To be clear, schools are not required to administer IRCs during the current school year. It is optional. Schools will have to work with the individual vendors, just as they currently do, to determine and follow testing protocols. Some schools have brought in a couple students at a time to take their IRCs, but the Department is not advocating for that one way or the other. It is a school district decision on when and if to administer IRCs, and some IRCs may be easier to administer than others. Schools should follow the protocols and procedures they have put into place during COVID-19, state and community requirements and recommendations, and the advice of their local health department. The Department has posted DESE-related COVID-19 information here: <https://dese.mo.gov/communications/coronavirus-covid-19-information>. Remember that the reporting window has been extended to August 31, so schools wishing to administer IRCs to students have four months to do so. There is no penalty to schools if they choose not to do so.

Kindergarten Readiness

Q: Is Kindergarten Readiness waived since they did not complete the year?

A: There is no waiver for Kindergarten Readiness at this time.

Dyslexia

Q: For the dyslexia screening, should we report the last screening we did? It might have been in January, not the end of the year. Or do we just mark all of them as NS?

A: If you have information for the dyslexia screening, you may report it and then report NS for any others.

Early Childhood Outcome (ECO)

Q: For Pre-K we are entering ECO numbers for, should we use last day in-seat or last scheduled calendar day?

A: For the ECO exit date, use the last day of ECSE services. So the exit date will depend on whether you continue to provide services.

June Student Enrollment and Attendance Reporting

Attendance Hours

Q: Should we add one hour of attendance for grade level changes during the not-in-session days?

A: If the new SEA segment will have zero attendance on the record during the time of COVID, you will need to enter one hour, but you may consider delaying the grade level change until you resume classes.

Q: We have college/dual credit courses that students are still completing. Do we need to worry about the attendance on these students?

A: Attendance will not be reported during COVID-19, so you won't report attendance for these students. You will report them in the June Course Completion file.

Q: We have a Juvenile Detention facility in our district that is still having classes. Does forgiving the hours for the rest of our schools affect the attendance hours for our juvenile facility in any way?

A: Please call school finance to discuss specific situations like this.

Q: Will districts still collect 47% & 94% based on full in-seat time for virtual students who completed courses prior to COVID-19 closure? Or does this affect hours received for all virtual students for the entire year?

A: The hours must be based on the now shortened time frame it would have taken to complete the course in-seat.

Q: For a semester-long virtual course that receives 94% attendance, what is meant by new lower in-session hours?

A: Multiply the 94% by the reduced in-seat hours.

Q: We had students taking virtual classes through SPS Launch and they were supervised by a certified teacher in our district. Would we still consider these students as in-seat attendance? Do we continue to take attendance on these students or only up until COVID-19?

A: You can claim that as in-seat attendance if supervised by a certificated teacher in the district, but only up until COVID-19 closure.

Q: Regarding Launch virtual courses, if we have students completing virtual courses through Launch, will they still only get 94% of our in-seat time?

A: Attendance for students in virtual classes should continue to be reported at 94 percent of a traditional class. The attendance hours should be 94 percent of the new regular class duration.

Q: Will remediation hours still be divided by the new, shorter "in-session" hours? Many schools had to stop doing remediation as it can only be done in person, so we want to make sure the hours they did provide are divided by the shorter year for ADA purposes.

A: Yes, the law dictates how ADA for remediation must be calculated which is by the current year calendar which will now be shortened.

Q: We use Tyler SIS. Should we leave all the dates in the calendar until the previously planned last day of school (May 15), and then do we change all the periods to zero minutes? Or leave them in exactly as they were with the minutes in place?

A: No hours of attendance or absence should be reported past the last in-seat day prior to the COVID-19 dismissal, with the exception of newly enrolled students being reported with one hour of attendance.

Q: We use SIS. What exactly do we report as ending days in each building calendar? Do we report the actual last day of school like May 14? How do the secretaries report each COVID-19 day? Leave the day and put zero minutes in?

A: The district's Screen 10 calendars should reflect the last in-seat day prior to the COVID-19 dismissal.

Q: Should our actual calendar end date be the last day attended, and should we remove dates in our school information system that we did not attend?

A: The Screen 10 actual calendar will reflect the last in-seat day. The district's SIS will need to reflect the days until the last day of instruction being provided with the days indicated as not-in-session.

Q: Do we need to wait for our original last day date before we begin the attendance cycle or may we begin now knowing that COVID-19 attendance finishes the year?

A: You should be able to begin now.

Q: Should attendance be collected from private schools using the same model as public schools?

A: Yes.

Q: Will A+ attendance calculation end on the last in-seat student day?

A: Yes. You cannot claim attendance and absent hours for days school was not in session. How this affects the students' A+ attendance percent probably should be addressed to Higher Education.

Q: Do we report the last in-seat attendance date (3/12/20) or the date at the end of Spring Break (3/20/20)?

A: Please call your district's DESE School Finance consultant.

Entry/Exit Dates

Q: Can we run our Student Enrollment and Attendance file from the first day of school to the last day we were actually in session, or do we need to run it through our original last day of school?

A: The entry and exit dates in the June SEA file should be the original dates of school. As an example, you may have started in August and ended in May, and we would see that reflected in the dates.

Q: Regarding students who enroll or exit during the COVID-19 closure, does MOSIS allow students to have entry/exit dates on dates that school is not in session?

A: MOSIS SEA file will allow entry/exit dates that are not in session.

Q: Regarding Student Enrollment and Attendance, is it expected that new enrollments will have the following values: Regular Hours Attended 1, Regular Hours Absent 0, Hours in Session 0 or blank?

A: Yes.

Q: Is the original exit date for graduating seniors the last day of attendance? We had spring break the week before our school closed for COVID-19, so attendance would be the last Friday of spring break?

A: The exit date in the MOSIS SEA file should use the planned graduation day, not the last date of attendance due to COVID-19.

Q: Our seniors normally finish a week prior to everyone else. Do we still use that as their graduation/last day of enrollment?

A: Yes.

Q: For students who enroll after the COVID-19 closures, should they report one hour absent or one hour present?

A: Report one hour of attendance for new enrollments to avoid triggering a MOSIS edit.

Q: How do we report in MOSIS the last planned day but have no attendance attached to it? If it is an in-session day the DESE system assumes students were in attendance.

A: MOSIS does not collect attendance by each day. The exit date reported in the June SEA file can therefore be the last planned date of school, rather than the actual last day due to COVID-19.

Q: Several of our schools have mentioned they had students who were on their 14th or 15th day of absences prior to the COVID-19 stay-at-home order taking place. Are there any concessions being made for these absences for districts to possibly being able to withdraw those students back to Day 1 of the consecutive absence?

A: Those student must be reported as absent.

Q: If a student changes FTE during COVID-19 closure, do we need to represent that with a new enrollment?

A: Yes, full-time/part-time status would have a new segment in the SEA file. There is a Remained: Other code to report this status change.

Q: If a student enrolls on a date during COVID-19 closure, this student needs one hour of attendance. Do all other students receive this hour of attendance as well?

A: No. Reporting one hour for the students who enroll during COVID-19 closure will eliminate MOSIS errors/warnings.

Q: Because we are reporting not-in-session, if we have seniors who can graduate a week earlier than our planned calendar indicates, will that impact our WADA?

A: There should really be no impact to WADA.

Q: I am anticipating having several students exiting during COVID-19 closure that will not enroll elsewhere until next year. This will give us a number of state violations. Do we report all of them as dropped or ignore the state violation?

A: Drop them until you find out where they go next year or receive further information.

Q: For the Special Education exit reason for children leaving the ECSE program and going to Kindergarten that are taking an IEP with them, there are only two options in the SPED exit reason field. Which one should we choose?

A: If they will have an IEP in Kindergarten, you do not need to exit them from Special Education.

MO Option Graduates

Q: Will MO Option students that are reported late for HiSET testing until August 31st still be counted as 2020 graduates or will they be considered 2021 graduates?

A: These students will be counted as 2020 graduates.

End-of-Course (EOC) Exception Reporting

Q: The EOC exception for 2019-20 students will automatically be assigned exception through DESE. Do we have to report these exceptions in future reporting?

A: No, once the exception has been reported by the Department it will stay with the student until they graduate.

Q: Should we hand enter EOC exceptions that were not in assessment precode file?

A: If you have students that qualify for one of the acceptable EOC exceptions then you would need to add them. If it is due to COVID-19 then you would not add those students – the Department will assign a code internally.

Q: Do we report EOC Exceptions for MAP-A students?

A: Yes.

Q: Can we get the EOC exception code that DESE is using internally? We need to update our SIS so this exception shows up on the student's transcript.

A: The code will be provided as soon as a decision is determined on the code DESE will use.

Q: I checked our February EOC Exceptions Report in MOSIS and they are all seniors. Do we still need to report the EOC Exceptions file for them?

A: If the students qualify for an EOC exception due to taking the content in another district, or if the student is a MAP-A student, you would need to submit those students. If they were supposed to take a particular assessment this year then you will not submit those students.

Q: On the EOC Exception file, the 12th graders that were going to take an EOC but weren't enrolled in a class, what exception do we use?

A: All students included in your district's spring precode, or if registered in Nextera to take a Spring EOC, we will assign a record for each student with the exception.

Summer School Reporting

Q: Are there any COVID-19 changes related to summer school?

A: Yes, the deadline to submit your summer school application has been extended to June 1, 2020. For additional information on this year's Flexibility in Programming, please see page 2 of the 2020 Summer School Handbook: <https://dese.mo.gov/sites/default/files/qs-Summer-School-2020-Handbook.pdf>. We are also exploring any additional changes that may be needed for the 2021 MOSIS August Student Enrollment Attendance file.

Q: For virtual summer school education, who can we contact and work with to ensure the courses themselves are meeting requirements? Is that a Curriculum question, Dale Wimer, or a combination of both?

A: We recommend starting with Dale Wimer.

Q: Can we start our summer school cycle now since we've 'ended' our school year due to COVID-19?

A: Summer school cannot start until after the last planned day of school and the district has fulfilled the requirement to provide educational and nutritional services through that last planned day of school to receive forgiveness of hours. Only after that date can summer school begin. Please talk with Dale Wimer regarding when summer school can begin.

Q: Does the Summer School Application need to be submitted for ESY? We aren't holding Enrichment Summer School this year, only ESY and remedial.

A: No, ESY does not require a summer school application.

Q: If we don't have to submit the Summer School Application for ESY, do we still report ESY hours in August?

A: Yes.

Q: Can ESY hours be counted if they are served virtually and if so, should they be at 94%?

A: More guidance will be supplied in the near future on summer school hours and ESY hours.

Q: Does the Summer School Application need to be completed if we are not having summer school this year due to COVID-19?

A: You will only need to complete the Summer School Application if your district or charter school plans to have a summer school.

Q: If our summer school application has already been submitted and approved, will we need to amend it?

A: If your application has already been submitted and approved but you need to make changes, email us at coredata-mosis@dese.mo.gov and we can get it unlocked for you so that you can make any necessary changes.

Q: What if our district decides not to offer summer school for grades 7-12? Do we have to offer summer school for these grades?

A: Summer school is not required.

Q: Will attendance be allowed for summer school dual credit courses when taught online from the college we are working with?

A: More guidance will be put out regarding claiming attendance hours for summer school in the near future.

Q: We won't be offering summer school until July. How will that affect the reporting?

A: It does not affect reporting. All summer school hours are reported in August.

Q: Is June Cycle Summer Course/Student Assignment reported from summer 2019?

A: Report for the summer school that will happen in June/July of 2020. The attendance for it will be reported in the 2021 August Student Enrollment and Attendance file.

Core Data School Calendar Reporting

Q: Should Core Data Screen 10-School Calendar reflect our last day of in-seat attendance (ex. March 16) and our term dates reflect the end of the school year (ex. May 15)?

A: The Core Data Screen 10 actual end date should reflect the last day of in-seat attendance. Your local information system needs to track the last day of planned school and what days after that would have been needed to be attended to make up all required weather related hours.

Q: When you say "you are not removing those days, but they are not in-session days" that doesn't match how we create the calendar days. If we have a planned not-in-session day, we don't enter that day in the calendar at all. So should we remove the days then?

A: They should be tracked and are considered not-in-session days. We recommend checking with your vendor on how to do this.

Q: I could be mistaken, but I believe to mark the day as not-in-session in our student information system, we have to remove the date from the calendar. This would make the last day of school the last day of attendance. Is this an issue?

A: The district needs to be able to document and track what the last day would have been and if there were hours to be made up for weather after that date. You also must be able to track and document what hours must be forgiven by the Commissioner of Education.

Q: On Core Data Screen 10-Calendar, for the actual end date, do we use the COVID-19 date or do we use the last day of teaching?

A: The last day of in-seat attendance should be reported on Screen 10 as the last day of school. MOSIS will have the last planned day.

Q: If dates are not in our calendar, where is not-in-session reflected? Dates are deleted from the calendar if we were not in attendance.

A: The district needs to be able to document and track what the last day would have been and if there were hours to be made up for weather after that date. You also must be able to track and document what hours must be forgiven by the Commissioner of Education.

Q: The SIS calendars do not have a 'not-in-session' area – this is only in Core Data. How do we report the COVID-19 dates in the SIS building calendars for each office to match our Core Data calendar?

A: You will need to work with your vendor on this – each system is different.

Q: Will there be a lot of errors in reporting if our daily calendars through our vendors do not match our Core Data calendar information? Are those errors or warnings going to be overlooked or deleted?

A: Everything should match except for the last day of school.

Q: Our last day was March 12th. We have a student who enrolled at a neighboring district on April 15th. Do we use March 12th as his transfer date for his end status or April 15th?

A: Transfer out as of the actual date they transferred out.

Q: How should the daily calendar look in SIS? Do we leave the original planned calendar in? Do we leave snow days in?

A: Please mark all days out for COVID-19 as not-in-session. Your district should not have to change anything else in your system except mark days as not-in-session that you did not attend school that were originally planned. If your district planned to make up weather-related hours after the last planned day of school, those days should be tracked, but your last day of school should be the last planned day prior to those planned weather make-up hours.

Q: Since we are not reporting attendance during COVID-19, will we count homebound attendance during that time?

A: You will not report any attendance hours during the COVID-19 closure.

June Student Discipline Reporting

Q: For the Discipline reporting, and those suspended 'through the end of the year' and given an OSS of how many days that was at the time, do those numbers stand?

A: Yes, report the original suspension length.

Q: Thank you for addressing my discipline question. Yes, the OSS would still stand. Do we need to alter the number of days assigned to the OSS?

A: For the OSS Discipline reporting, report the number of days originally assigned.

Q: For the discipline file, will we report only discipline instances that occur only before our last attended date, or all the way to the last scheduled date?

A: Report all removals; however, we would expect there to be few offense dates during COVID-19 closures (not impossible, but unlikely).

MOSIS ID System

Q: Should we run MOSIS ID checks?

A: Yes, DESE recommends keeping student records updated throughout the year in the MOSIS ID System. If you have periods of time with no new enrollments or mobility of students, it would not need to be done as frequently.